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TRANSMITTAL SLIP		DATE
For Release 2002/08/15 : CIA-RDP84-00780R000500060016-6		
TO: 3113164		
Chief, Records Administrative Staff, DDS		
ROOM NO.	BUILDING	
604	1016 16th Street	
REMARKS:		
FROM:		
Office of the DDS		
ROOM NO.	BUILDING	EXTENSION
G-D-15	HQ	
FORM NO. 241 1 FEB 55	REPLACES FORM 36-8 WHICH MAY BE USED.	GPO:1957-O-439445 (47)

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ADMINISTRATIVE - INTERNAL USE ONLY

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13 MAR 1964

MEMORANDUM FOR: Chief, Records Administration Staff, DDS

SUBJECT : Federal Records Regulations, General Services
Administration

1. Attached is a copy of the proposed Part 5 Directives, Section 501.00 Agency Program Responsibilities on which we have noted comments and suggested changes.
2. Assume this Agency will seek an exception to section 501.03a6.

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Chief, Regulations Control Staff
Deputy Director for Support

Attachment
As stated above

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PART 5 DIRECTIVES

SECTION 501.00 AGENCY PROGRAM RESPONSIBILITIES

at the right time;

501.01 The Directives Management Function. The objectives of directives management are to facilitate agency administration and operations by providing the right employee with the right instructions; by producing instructions that are complete, easily understood, readily accessible, and revisable; and by developing and distributing instructions promptly and economically.

501.02 Directive Defined.

- a. A directive is a written communication which initiates or governs action, conduct, or procedure. Directives are usually printed as circulars, notices, regulations, orders, and handbooks, and include material for policy, administrative, and operations manuals.
- b. Certain materials normally are exempted from agency directives management programs. These include public information materials such as professional publications, news releases and announcements of programs, catalogs, and pricelists.
- c. Both internal and external directives are included in a directives management program.

501.03 Program Requirements.

- a. Each Federal agency is expected to establish a directives management program as provided by section 101.02 of this chapter. The program will:
 1. Establish and maintain a system for the classification, codification, and supplementation of agency directives.
 2. Establish and implement standards and procedures for the initiation, review, approval of reproduction, preparation, and distribution of proposed agency directives.
 3. Establish and implement standards for the format and editorial style of agency directives.
 4. Review periodically the directives in the system for need and currency and to identify subject voids that should be filled by the origination of new directives.
 5. Review, on a continuing basis, the directives system to determine opportunities for design and operational improvements.

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6. Preserve a master set of all directives for deposit in the National Archives.

b. Standards, guides, and instructions developed for the directives management program shall be published in a form designed for easy reference and revision. They should be readily available to those responsible for originating and approving directives.

be published
and distributed
in order to

501.04 Program Implementation. The following actions are basic to a directives management program:

a. Standardize the format, typography, organization, assembly, and distribution of agency directives. Specifically:

1. Use 8" x 10¹₂" page size as a norm.
2. Use looseleaf pages for easy revision.
3. Print on both sides of paper.
4. Number and letter directives for easy page revision and supplementation.
5. Identify temporary and permanent material by a feature that will readily distinguish one from the other.
6. Prepunch all pages - 3-hole punch, 3/8" recommended.
7. Restrict use of pen and ink changes.
8. Distribute on a need-to-know and need-to-act basis.

→ 9. Prepare and keep current an Index for each set of directives.
b. Analyze all directives proposed for inclusion in the system to determine that:

1. The directive is necessary.
2. No duplication, overlap, or conflict with other directives exists.
3. The directive conforms with pertinent laws, regulations, Executive orders, and agency policy.
4. Appropriate coordination and clearances have been completed.
5. The proposed distribution includes appropriate using sources, but is limited to those who "need to know."
6. ↑

c. Review all directives proposed for inclusion in the system for conformance with agency style, format, and editorial criteria.

The directive is worded and organized clearly, simply, logically, and in the manner best suited to achieve its purpose.